



## SAN SIMON FIRE DISTRICT

*SERVING RESIDENTS OF THE SAN SIMON FIRE DISTRICT,  
AND NEIGHBORING COCHISE COUNTY*

Mailing Address: PO Box 244, San Simon, AZ 85632  
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San Simon Fire District  
Work Session with Sunsites-Pearce Fire District Minutes  
January 26, 2019

In Attendance:

Board Members: Rebecca Phifer, Chairperson and Mary Sparkman, Clerk

Fire Personnel: Jon Penderghest, Laura Hernandez and Gerardo Morales.

Guests from Sunsites-Pearce Fire District: Fire Chief Josh Steinberg, Chairperson Thomas Whiteman, Board Clerk Lillian Reed and Board Member Albert Koester

1. **Call to Order** – Meeting was called to order at 10:00 a.m. by Board Chair, Rebecca Phifer and Sunsites-Pearce Board Chair, Thomas Whiteman
2. **Roll Call** –
  - a. **Attendance and Confirmation of Quorum** –
    - i. **For San Simon Fire District:** Chairperson, Rebecca Phifer and Board Clerk, Mary Sparkman were present. Chairperson, Rebecca Phifer acknowledged that a quorum was met.
    - ii. **For Sunsites-Pearce Fire District:** Chairperson, Thomas Whiteman, Board Clerk, Lillian Reed and Board Member, Albert Koester were present. Chairperson Thomas Whiteman acknowledged that a quorum was met.
  - b. **Board Members absent** –
    - i. **For San Simon Fire District:** None absent. The Third Board Member has not been appointed yet.
    - ii. **For Sunsites-Pearce Fire District:** Board Member Camme Carlson-Watkins and Board Member Ralph Score were absent.
  - c. **Declarations of Conflicts of Interest** – No board members from San Simon Fire District declared a conflict of interest. No board members from Sunsites-Pearce Fire District declared a conflict of interest.
3. **Pledge of Allegiance** - Sunsites-Pearce Fire District Fire Chief Josh Steinberg led the attendees in the Pledge of Allegiance.

4. **Interagency work session with the Sunsites-Pearce Fire District to discuss Fire District Laws, compliance to those laws and overall operations** – Topics of discussion were payroll and stipends and the timely filing of payroll tax reports and 1099s, employment and other types of posters, what the Board is expected to do and what the Board responsibilities are, postings of notices, maintenance of vehicles, inventory of vehicles and supplies inventory, insurance coverage, how to get office equipment, etc. with an IGA, wildland fire fighting, training of firefighters, having an answering machine to take business calls, about having different types of account with the county and outside the county, tax rate, SSFD Budget and financials, loans, policies, how the SSFD is 50% of the rate given by , workman's compensation, getting inmates to help with items around the fire station, about the firefighters wearing the correct gear when going on fires, confidentiality agreements, relationships between the Board and staff, contracts with employees, about nepotism, about what a Fire Chief does, getting a website set up, equipment stored at the station, having good relationships with other departments like ADOT and working together with other districts. (Verbatim details can be obtained by calling the number above or contacting the SSFD Board chairperson, Rebecca Phifer at rphifer.ssfd@gmail.com)
5. **Adjournment**
  - a. **For San Simon Fire District:** Board Chairperson Rebecca Phifer made a motion for the SSFD to adjourn the meeting at 12:25 p.m. Mary Sparkman seconded it. All were in favor.
  - b. **For Sunsites-Pearce Fire District:** Board member Albert Koester made a motion for SPFD Board to adjourn the meeting at 12:25 p.m. Board member Lillian Reed seconded the motion. All were in favor.

Respectfully submitted,

Mary Sparkman

  
Board Clerk

Approved: February 12, 2019